

Frequently Asked Questions: AFA 01-2014-DD Customized Employment

- Will providers currently receiving grant funds for Supported Employment be eligible for funding?
 - Yes. The current Supported Employment grants will expire December 31, 2013. AFA-01-2014-DD for Customized Employment will take the place of the Supported Employment funds.
- If an applicant wants to propose providing Customized Employment services in more than one region, do we submit separate budget documents for each region?
 - Yes. Submit a separate proposal and Targeted Fund Budget (TFB) for each region.
- Since Customized Employment is different from Supported Employment, will BBHFF provide any training about Customized Employment?
 - Successful grantees will receive ongoing training and technical assistance about evidence-based practices, such as that currently provided through quarterly grantee meetings.
- Does BBHFF anticipate awarding more than one grant per region?
 - The intent is to award one grant per region, as long as grant requirements and standards are met. However, there is no requirement to award one grant per region.
- Does BBHFF intend to award funding to six different entities (one per region) or could one provider be awarded the grant for all regions?
 - Proposals will be reviewed on a regional basis and awards are based on ability to meet AFA requirements. If the same agency is recommended for grant funding for all regions, then yes, one provider could be awarded the grant for all regions.
- Does an applicant have to serve every county in the region?
 - The AFA states that the successful applicant will provide services in the designated region. It does not specify that services be available in each county.
- When is a facility/site diagram attachment applicable?
 - A facility/site diagram should be attached if you are proposing a new facility or building as part of the proposal or when an existing facility is proposed for repurposing for the provision of the services described in the proposal.
- Are some data to be reported quarterly and some data to be reported monthly (by the 10th of each month)?

- All data, both at the program level and individual level, should be collected and reported monthly. Please disregard the reference to “quarterly reporting.”

General

- Is funding by region or statewide?
 - Please refer to the AFA for geographic scope of funding awards.
- Will another AFA be issued to extend funding beyond six months?
 - It is the intent of the Bureau to provide ongoing annual funding for these programs for multiple years; however, any future renewals of these awards will be contingent on vendor performance and the availability of funds for the Bureau to award to providers.
- Are applicants to submit a grant proposal and supporting budget that reflect the grant period (6 or 9 months, varies for certain projects) or a full 12 month period?
 - For the current AFA's, the Bureau is asking that applicants prepare a budget that reflects one full year (12 months). Actual grant award will be for a prorated budget period based on the number of months for the award. [Example; \$75,000 annual budget X six months (.5) = \$37,500 budget submitted]
- Do applicants need a Central Contract Registration (SAM contract) with an expiration date that occurs after the start date of the grant or the application deadline date for grant?
 - The Central Contract Registration (CCR) granted through the System for Award Management (SAM) must be valid for thirty (30) days after the grant begins. For example, if a grant agreement has a beginning date of October 1, 2013, the CCR registration must not have an expiration date before November 1, 2013. CCR registrations usually expire 1 year after registration or after any changes have been made. Note that grant beginning date is not the date of AFA submission, but the date of grant completion and signature by the DHHR Secretary.
- Will the applicant be allowed to hire BA/MA level staff or will we be required to hire licensed staff?
 - AFAs note specific hiring requirements, if any. Otherwise, be aware of all available funding streams and reimbursement requirements as they relate to staff providing specific services (e.g., Medicaid, private insurance).
- Is the grant money paid quarterly or monthly?

- All grants issued through the Bureau for Behavioral Health and Health Facilities (BBHFF) are on a **cost reimbursement** basis. The grantee is to submit an invoice to the BBHFF for costs incurred. Invoices to the BBHFF must be submitted at least monthly for all costs incurred for that invoice period. **At least one** invoice must be submitted **every** month from the grantee even if the costs incurred are deemed to be \$ 0.00 for that month.
- Is there a limit on attachments or can applicants attach supporting documents of our choice, of any length and number?
 - Each AFA specifies the number of allowable pages for budget and attachments.
- Are start-up funds available in addition to the total amount of funding available through the grant?
 - There is no separate, additional funding for start-up costs. If an applicant chooses to request portion of funding available through an AFA for start-up expenses, a separate Targeted Fund Budget (TFB) must be submitted.
- How can an applicant meet the requirement for a Memorandum of Understanding (MOU) if the providers who are required to serve the proposed project's residents refuse to sign an MOU or refuse to sign in a timely manner?
 - Letters of Support are required when submitting a proposal. These are precursors to any MOUs you might be attempting to establish. If an applicant is unable to obtain a Letter of Support and/or subsequent MOU, please be specific in documenting all attempts and results within the proposal.
- Is a Letter of Intent required for all proposals?
 - Per the AFAs related to services for individuals with intellectual/developmental disabilities, "All organizations planning to submit an application for an Announcement of Funding Availability (AFA) **must** submit a Letter of Intent (LOI) by August 30, 2013 close of business (5:00pm) to the email address: DHHRBHHFAnnouncement@wv.gov prior to submission of the AFA."
- Is there a standard format for the Letter of intent?
 - The format for a Letter of Intent (LOI) is flexible. A potential applicant can either submit a formal letter or send an email notification to the DHHRBHHFAnnouncement@wv.gov email address describing the specific AFA project for which they intend to submit a grant proposal. The LOI will not be considered binding until documented receipt of the grant proposal.